

## Chapter 4

# Troubleshooting and Correcting Vouchers

### Chapter Overview

After vouchers have been entered and saved, several actions must occur before they can be paid. Vouchers must:

- Pass document tolerance (if for a purchase order)
- Be budget-checked
- Be posted
- Be approved at agency level
- Be approved at AOS level

**4.1**

Document tolerance, budget checking, and voucher posting occur automatically as batch processes every two hours. Users no longer run these processes individually. A voucher will not be posted until it has passed document tolerance and budget-checking. The posting process creates the accounting entries that are posted to the general ledger when the Journal Generator process runs.

Vouchers are routed for approval when they are saved. Vouchers are approved at the agency level (the number of approvals depends upon agency policy) and then at AOS. The ability to approve is based on the user's security access.

After a voucher is given final approval at AOS, it is ready to be paid. Vouchers are paid in the Pay Cycle that runs on their scheduled due date.

If a voucher fails any of the processing, if it is denied by an approver, or if the user realizes a mistake has been made, a number of actions can be taken, depending on the problem and the status of the voucher. Corrections may require that the voucher be unposted or closed; a limited number of users have access to the unposting and closing processes.

Objectives

By the end of this chapter, you will be able to:

- Verify document tolerance and budget-checking status
- Troubleshoot voucher errors
- Post vouchers
- Unpost vouchers
- Close vouchers

Verifying Document Tolerance and Budget Checking

The most important tool you have for troubleshooting vouchers is query SOIAP008. In addition to running this query to verify that you have entered all voucher information correctly, you need to run this query periodically throughout the day to find out the budget-checking and posting status of the vouchers.

The document tolerance and budget-checking processes run automatically every two hours. If the voucher is a PO voucher, it must pass document tolerance before it can be budget-checked. Non PO vouchers do not go through the document tolerance process. Document tolerance checks line item amounts on the voucher, receipt, and PO to ensure that any differences are within the lesser of \$500 or 10%. Budget-checking moves the encumbrance to an actual expenditure and verifies that the budget still has the necessary funds to pay this voucher (e.g., in cases when the voucher includes freight and overage charges that were not on the PO).

NOTE

To find out if vouchers have passed these processes, you need to run the SOIAP008 query periodically throughout the day.

The *Bdgt Ck'd* column shows the budget-checking status:

- If the status is *valid*, the voucher has passed budget-checking.
- If the status is *not checked*, either the process has not run or the voucher did not pass document tolerance (if the voucher is a PO voucher) or the accounting date is in a closed accounting period or the voucher is in recycle status due to Chartfield errors.

- If the status is *error*, the voucher did not pass budget-checking.

If the status is *not checked* or *error*, copy the Voucher ID and go to the Voucher component to look up the voucher. The Summary page shows the document tolerance and budget-checking statuses. If there are errors, an exceptions link will be available. Click on that link to research the problem.

**To resolve document tolerance exceptions**, work with the budgeting or purchasing personnel in your agency. Depending on the situation, your agency may require that a change order be created to add funds to the purchase order. Work with IDOA and follow their guidelines for creating change orders. The change order must then be approved and budget-checked.

NOTE

A change order is the same as an advice of change.

**To resolve budget-checking exceptions**, first check the data on the voucher. Make sure the Chartfield values are correct. If the Chartfield values are correct and the error is *No Budget Exists*, work with your agency’s budget personnel to correct the problem. If necessary, submit an issue to GMIS requesting that a \$0 budget be established. If the error is *Exceeds Budget Tolerance*, work with your agency’s budget personnel to see if the transaction should be allowed. If so, the analyst should enter budget journals to move funds to allow the transaction to pass.

If the error is *Date not in Bounds*, the date on the transaction is not within the effective dates of the project (this error only occurs for transactions that charge a project ID). Work with the grant manager to determine whether the transaction is grant-eligible and whether the effective dates of the project are correct in ENCOMPASS.

To check document tolerance and budget-checking status

- A. Run the SOIAP008 query.
- B. Research vouchers that have budget checking status of not checked or error.

Procedure | Run the SOIAP008 Query to Check Voucher Statuses

Procedure | Research Vouchers

Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

Business Unit: 00050

Origin: PYM

View Results

Origin	Voucher	PS Vendor #	R/S Vendor Name	Invoice #	Inv Date	PO No	Descr	Inv Line	Distrib Ln	Line Amount	Bank Cd	Acct	Scheduled Due	Hold	HC	Bdgt Ck'd?	Voucher Post Status	Withd Class	Fund	Account	Program	Dept	Cls	Std Ref	PC Bus Unit	Project	Activity	Category	Subca
--------	---------	-------------	-----------------	-----------	----------	-------	-------	----------	------------	-------------	---------	------	---------------	------	----	------------	---------------------	-------------	------	---------	---------	------	-----	---------	-------------	---------	----------	----------	-------

File Download

Do you want to open or save this file?

Name: a.xls

Type: Microsoft Excel Worksheet, 36.2 KB

From: gwweb009ow.shared.state.in.us

Open

Save

Cancel

☒ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

APSC44 Query SOIAP008 (Verify Pending Vouchers)

Step	Action
1	Enter the Business Unit.
2	Enter the Origin. (You may enter a % wildcard to see all vouchers for a business unit.)
3	Click the View Results button.
4	Click the Open button.

APT37

The Bdgt Ck'd column shows the budget-checking status. Copy the voucher ID of any items that have a status of error or not checked so that you can look them up.

A1	Verify Vouchers Prior to Pymnt																										
	O	P	Q			R	S			T	U	V	W	X													
1																											
2	Scheduled Due	Hold	HC																								
3	9/26/2007	N	GP				Not Chkd	U		NO	10020	560100	10000	007001													
4	9/26/2007	N	GP				Not Chkd	U		NO	10020	560100	10000														
5	11/6/2007	N	GP				Valid	P		NO	10020	562300	10000	007001													
6	11/6/2007	N	GP				Not Chkd	U		NO	10020	540100	11000														
7	10/12/2007	N	GP				Not Chkd	U		NO	10020	530100	10000	015000													
8	10/12/2007	N	GP				Not Chkd	U		NO	10020	530100	10000	015000													
9	10/10/2007	N	GP				Valid	P		NO	10020	540300	10000	000TND													
10	11/14/2007	N	GP				Valid	P		NO	10470	562300	10000	007001													
11	10/10/2007	N	GP				Valid	P		NO	10010	560100															
12	10/10/2007	N	GP				Valid	P		NO	10010	560500															

APSC45 Query SOIAP008 (Verify Pending Vouchers)

Document Tolerance Exception

Look up the voucher, which you identified from the SOIAP008 query.

Menu

Accounts Payable

Vouchers

Add/Update

Regular Entry

Quick Invoice Entry

Complete Register Voucher

Close Voucher

Delete Voucher

Update Open Item

UnPost Voucher

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Auditor of State Portal

Accounts Payable Center

Asset Management

Banking

VAT and Intrastat

Commitment Control

General Ledger

Allocations

SCM Integrations

Set Up Financials/Supply Chain

Enterprise Components

Government Resource

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Business Unit:

=

00300

Voucher ID:

begins with

C8800591

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Voucher Style:

=

Related Voucher:

begins with

Entry Status:

=

Voucher Source:

=

Packing Slip Number:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

APSC46

Find an Existing Value tab

If there are document tolerance exceptions, an error message appears when you open the voucher.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00300Invoice Date:06/07/2007

Voucher ID:C8800591Invoice No:332389

Voucher Style:RegularInvoice Total:169,880USD

Contract:Microsoft Internet Explorer

Vendor:

Document: Tolerance has generated exceptions for this document (7550,14)

Some of the lines of this document have generated exceptions for exceeding tolerances defined for quantity and amounts between the Purchase Order and Voucher.

OK

Entry Status:Not Matched

Approval Status:ApprovedCreated By:A232854

Post Status:UnpostedModified:06/26/2007

Modified By:A232854

Document Tolerance Status:ExceptionsERS Type:Not Applicable

Budget Status:Not Chk'dClose Status:Open

Budget Misc Status:Valid

View RelatedPayment InquiryGo

SaveReturn to SearchNotifyRefresh

AddUpdate/Display

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

APSC47

Summary page

The budget status of this voucher is Not Chk'd. This voucher has not been budget checked because it has document tolerance exceptions.

Step	Action
1	Click <b>OK</b> .
2	Click the <b>Exceptions</b> link in the Document Tolerance Status field.

APT38

The Document Tolerance Exceptions page for the voucher appears. Look at the right of the blue and gray bars to make sure you **View All** exception lines.

Document Tolerance Exceptions

Business Unit:00300Document Type:VoucherID:C8800591

Source lineFind | View AllFirst1 of 5Last

Line:4Sched:Distrib:1

ExceptionsFind | View AllFirst1 of 1Last

Rule ID:E100Description:Document exceeds predecessor by more than allowable tolerance.

Details

Predecessor Business Unit:00300Defined Tolerance Amount:500.00

Pred Doc ID:0008509188Defined Tolerance Percentage:10.00

Pred Line Nbr:4Calculated Doc Tol Amt Amount:505.730

Pred Sched Nbr:1Calculated Doc Tol Percent Amt:6.303

Pred Distn Num:1Source Doc Monetary Amt:7.950

Pred Doc Amt:5.730Source Doc Converted Amt:7.950

Life-to-Date Liquidated Amt:7.950Predecessor GL Base Currency:USD

Transaction Currency:USD

☐ Override

SaveReturn to SearchNotify

APSC48 Document Tolerance Exceptions page

Step	Action
3	View the exception information.
4	In the rare event that the voucher needs to be paid, even though the document tolerance limit is exceeded, select the <b>Override</b> checkbox. Few users have access to this function.
5	Click <b>Save</b> .

APT39

Budget-Checking Exception

Look up the voucher, which you identified from the SOIAP008 query.

4.8

Menu

Accounts Payable

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Regular Entry

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Close Voucher

Delete Voucher

Update Open Item

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Review Accounts Payable Info

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Accounts Payable Center

Asset Management

Banking

VAT and Intrastat

Commitment Control

General Ledger

Allocations

SCM Integrations

Set Up Financials/Supply Chain

Enterprise Components

Government Resource

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Business Unit:

=

00050

Voucher ID:

begins with

00000612

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Voucher Style:

=

Related Voucher:

begins with

Entry Status:

=

Voucher Source:

=

Packing Slip Number:

begins with

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

APSC49

Find an Existing Value tab

If budget-checking exceptions exist, an error message appears when you open the voucher.

4.9

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050Invoice Date:10/01/2007

Voucher ID:00000612Invoice No:ABC

Voucher Style:RegularInvoice Total:1,100.000USD

Contract ID:

Vendor Name:

Entry Status:

Match Status:No Match

Approval Status:Approved

Post Status:Unposted

Document Tolerance Status:Valid

Budget Status:Exceptions

Budget Misc Status:Valid

View RelatedPayment InquiryGo

Created:10/22/2007

Created By:D066097

Modified:10/22/2007

Modified By:D066097

ERS Type:Not Applicable

Close Status:Open

Microsoft Internet Explorer

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

APSC50

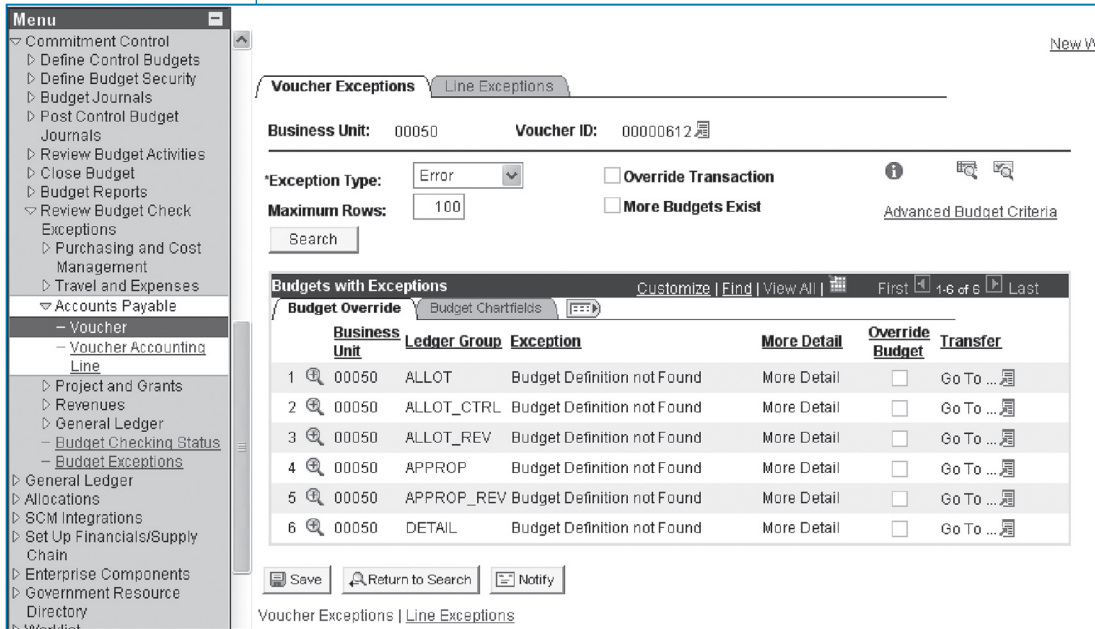
Summary page

Step	Action
1	Click <b>OK</b> .
2	Click the <b>Exceptions</b> link in the Budget Status field.

APT40



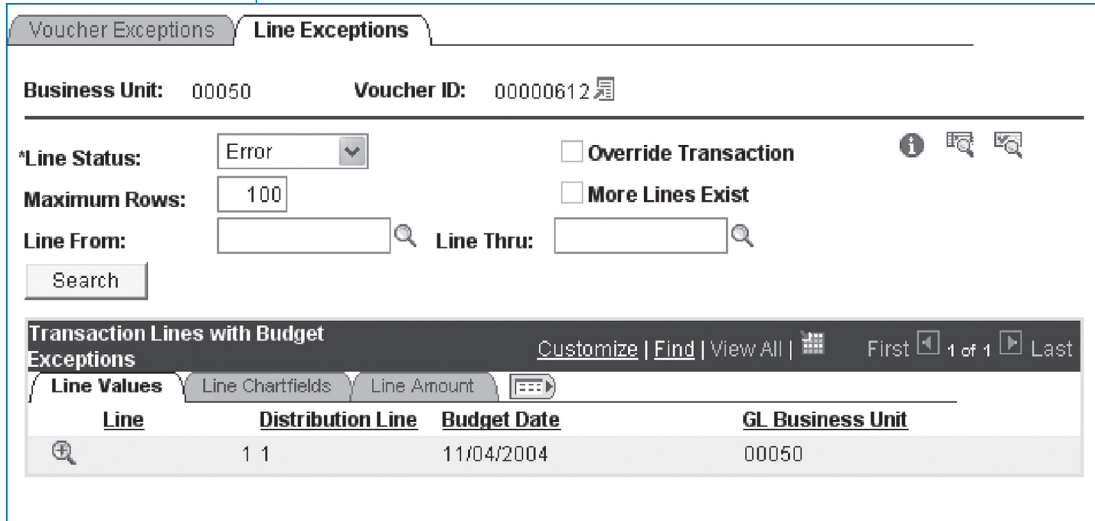
The Voucher Exceptions page appears in a new window. Look at the right of the blue and gray bars to make sure you **View All** exception lines.



APSC51

Voucher Exceptions page

The Line Exceptions page shows the lines with budget exceptions. Look at the right of the blue and gray bars to make sure you **View All** exception lines.

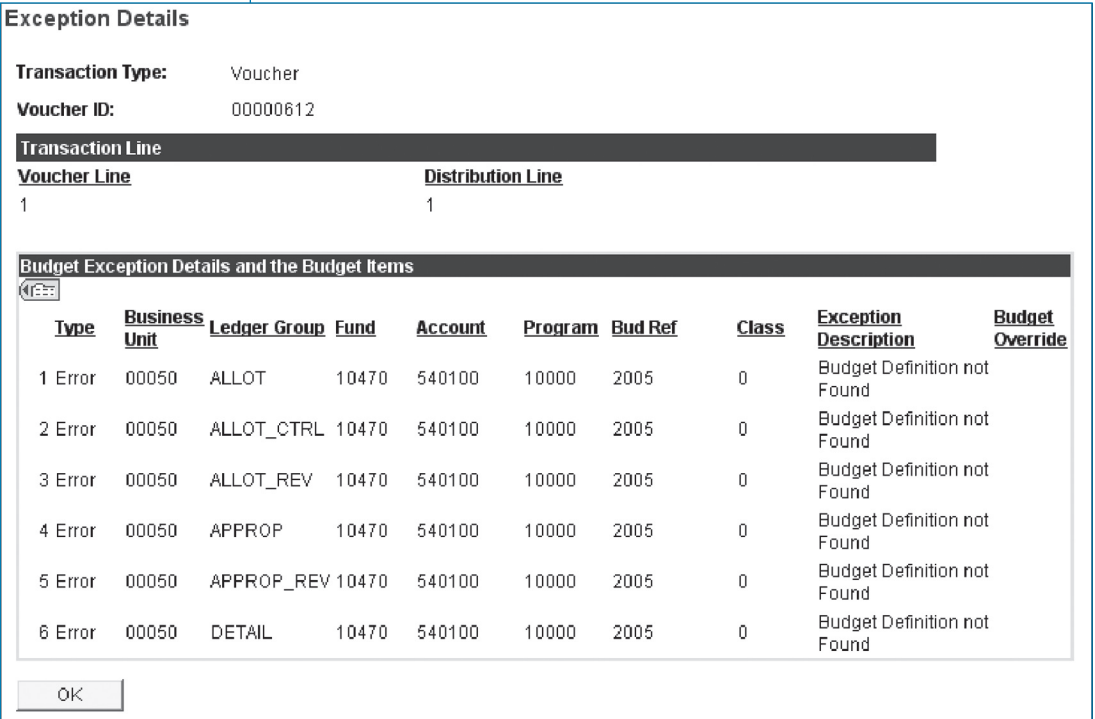


APSC52

Line Exceptions page

Step	Action
3	Click the <b>magnifying glass</b> to drill down into the error.

APT41



APSC53

Exception Details page

Step	Action
4	Click the <b>Combine Columns</b> icon.
5	Identify the lines with a status of <b>Error</b> and view the <b>Exception Description</b> .
6	Verify the data entered on the voucher, especially the Chartfield values. Work with the budget personnel in your agency to resolve the errors.

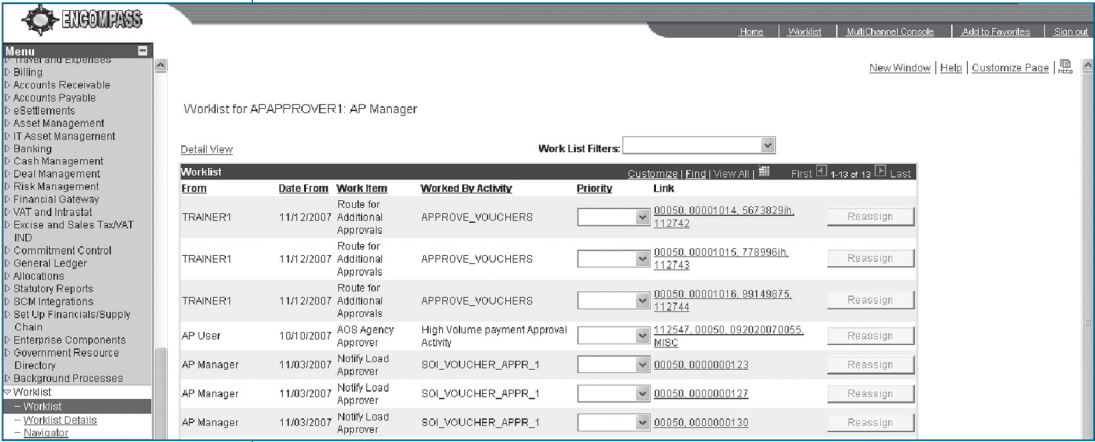
APT42

Accessing Vouchers Denied for Approval

When a voucher is denied, the voucher is routed to the Worklist of the user who entered the voucher. The denier must give the paper invoice back to the originator and communicate the reasons for denial (outside the system—either by email or by writing the reason on the SOIAP0008 query or some other process). The user accesses the voucher and takes the appropriate action.

Procedure | Review Denied Voucher

Denied vouchers are routed back to the originator’s Worklist.



APSC54

ENCOMPASS home page

Step	Action
1	Click the <b>Worklist</b> link.
2	Click on the voucher you want to review.

APT43

Procedure | Make Changes as Necessary

Possible Voucher Errors and Steps to Correct Them

After a voucher has been approved at the AOS level, it is ready for posting and payment. Posting creates the accounting entries for the voucher. When Journal Generator is run, these accounting entries are used to create journal entries for the general ledger. Posting is run automatically every two hours. Most users will not have access to post and unpost vouchers or to close them.

To troubleshoot and correct vouchers, however, users need to understand the various stages of a voucher (and its payments), because different actions are taken depending on the status.

The following tables describe some common errors and the methods for correcting them. The steps for closing and unposting vouchers are explained later in this chapter.

SCENARIO: Voucher is entered in error (such as a duplicate)

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none"><li>Posted</li><li>Not selected for payment</li></ul>	CLOSE voucher	<ul style="list-style-type: none"><li>Void voucher</li><li>Reverse accounting entries</li></ul>	
<ul style="list-style-type: none"><li>Not posted</li><li>Not selected for payment</li></ul>	Wait until voucher is posted, then CLOSE voucher	<ul style="list-style-type: none"><li>Void voucher</li><li>Reverse accounting entries</li></ul>	

APT44

SCENARIO: Voucher is created from incorrect PO receipt

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none"><li>Posted</li><li>Not selected for payment</li></ul>	CLOSE voucher	<ul style="list-style-type: none"><li>Void voucher</li><li>Reverse accounting entries</li></ul>	
<ul style="list-style-type: none"><li>Not posted</li><li>Not selected for payment</li></ul>	Wait until voucher is posted, then CLOSE voucher	<ul style="list-style-type: none"><li>Void voucher</li><li>Reverse accounting entries</li></ul>	
<ul style="list-style-type: none"><li>Posted</li><li>Paid</li></ul>	If agency cannot resolve issue, contact AOS.		

APT45

SCENARIO: Voucher has wrong amount

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none"><li>Posted</li><li>Unpaid</li></ul>	UNPOST voucher	<ul style="list-style-type: none"><li>Correct amount</li></ul>	Voucher will go back through approval process and be budget-checked and re-posted.
<ul style="list-style-type: none"><li>Not posted</li><li>Not selected for payment</li></ul>	Correct amount		If voucher has been approved (at any level), it will go back through approval process and be budget-checked.

APT46

SCENARIO: Chartfield value or values are entered incorrectly

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none"><li>Posted</li><li>Unpaid</li></ul>	UNPOST voucher	<ul style="list-style-type: none"><li>Correct Chartfield</li></ul>	Voucher will go back through approval process and be budget-checked and re-posted.
<ul style="list-style-type: none"><li>Not posted</li><li>Not selected for payment</li></ul>	Correct Chartfield		If voucher has been approved (at any level), it will go back through approval process and be budget-checked.
<ul style="list-style-type: none"><li>Posted</li><li>Paid</li></ul>	Enter JOURNAL voucher	<ul style="list-style-type: none"><li>Correct Chartfield</li></ul>	Journal vouchers are zero-amount vouchers.

APT47

4.14

SCENARIO: Bank, account, handling code, or remit to information needs to be changed

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none"><li>Posted or unpaid</li><li>Unpaid</li></ul>	Make changes. <b>Do not need to unpost voucher.</b>	Correct bank code <ul style="list-style-type: none"><li>Bank code</li><li>Bank account</li><li>Handling code</li><li>Remit to address</li></ul>	If voucher has been approved (at any level), it will go back through approval process.
<ul style="list-style-type: none"><li>Paid</li></ul>	Contact AOS to cancel payment and determine whether it needs to be reissued.		

APT48

SCENARIO: Incorrect payment was made to vendor (wrong amount)

If voucher is...	Perform...	To...	NOTES
<ul style="list-style-type: none"><li>Posted</li><li>Paid</li></ul>	Contact vendor to resolve. If you are unsure how to resolve, contact AOS.		

APT49

4.15



Posting Vouchers

Vouchers are automatically posted in a batch process that runs every two hours. Most users will not be able to post vouchers individually. However, a few users will have access to post vouchers from the Voucher component.

Once a voucher is posted, you **cannot** change certain fields that have an impact on accounting entries. Depending on your security access, these fields can be changed after a voucher is posted: Comments, Pay Terms, and some fields on the Payments page (if the voucher has not yet been paid).

If the voucher has not been paid and you need to correct fields other than the ones listed above, you can unpost vouchers to fix the entries. See the topic Unposting Vouchers in this chapter.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> Regular Entry

If document tolerance and budget checking have not run, they will run when you run voucher posting.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050Voucher ID:00000742Voucher Style:Regular

Invoice Number:JH8787Invoice Date:10/26/2007Action:

Run

Copy from a Source Document

PO Unit:Purchase Order:CopyOption:None

Vendor:0000005509Name:IKONOFFICE-001Location:000004Address:1Advanced Vendor Search

Pay Terms:Upon RecControl Group:Accounting Date:10/29/2007Currency:USDTotal:45.000Difference:0.000

CommentsNon Merchandise SummaryWithholding

Packing Slip:

Invoice Lines

Line	Received Date	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	10/22/2007	Amount		water bill OCT 2007				45.000

Ship To:050A0S1SpeedChart

☐ Use One Asset ID

Calculate

APSC55

Invoice Information page

Step	Action
1	In the <b>Action</b> field, select <b>Voucher Post</b> . (Note: The voucher must be saved before any options are available in the Action field.)
2	Click the <b>Run</b> button.
3	Click <b>Yes</b> to wait on the process to run or <b>No</b> to continue working while the process is running.

APT50

After posting runs, the *Summary* page shows the *Post Status* as Posted. Note that the *Document Tolerance* and *Budget Statuses* are Valid.

SummaryInvoice InformationPaymentsVoucher AttributesError Summary

Business Unit:00050Voucher ID:00000742Voucher Style:RegularContract ID:Vendor Name:IKON OFFICE SOLUTIONS INCORDER ONLY/CHRIS JOHNSONINDIANAPOLIS, IN 46278-1736

Invoice Date:10/26/2007Invoice No:JH8787Invoice Total:45.000USD

Pay Terms:Upon RecVoucher Source:Online

Entry Status:PostableMatch Status:No MatchApproval Status:ApprovedPost Status:Posted

Origin:PVMCreated:10/29/2007Created By:R209999Modified:10/29/2007Modified By:R209999

Document Tolerance Status:ValidBudget Status:ValidBudget Misc Status:Valid

ERS Type:Not ApplicableClose Status:Open

\*View RelatedPayment InquiryGo

SaveReturn to SearchNotifyRefreshAdd

Summary | Invoice Information | Payments | Voucher Attributes | Error Summary

APSC56

Summary page

Viewing Voucher Accounting Entries

After the posting process has run, you can view the accounting entries for the vouchers.

Navigation

Accounts Payable > >Review Accounts Payable Info >> Vouchers >> Accounting Entries

Voucher Accounting Entries

\*Business Unit: 00050

Voucher ID: 00000587

Invoice Number: JAH0987

\*Accounting Line View Option: Standard

Show Foreign Currency

Search

Reset

Invoice Date: 10/17/2007

Vendor ID: 0000000012

Vendor Name: 3M COMPANY

Accounting Information

Find | View All

First

1 of 2

Last

Posting Process: AP Accrual

GL Dist Status: Distributed

Main Information

Chartfields

Journal

Expand All

Customize | Find | View All |

First

1-2 of 2

Last

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-1,000	USD	ACTUALS	00050
CHALK BOX	1,000	USD	ACTUALS	00050

Return to Vouchers

APSC57

Voucher Accounting Entries

Step	Action
1	Enter information in any of the search fields.
2	Click <b>Search</b> .
3	Click the <b>Expand All</b> icon to view Chartfields and Journal information.

APT51

Unposting Vouchers

Once a voucher is posted, critical fields are no longer editable (such as Gross Amount and Chartfield values). This is an important control feature. Sometimes, however, an error is detected after posting that requires that a change be made to that critical information. To re-edit the field, the voucher must first be unposted.

Unposting a voucher instructs the system to create adjusting entries that undo the effects of the posting. Unposting happens immediately when you save the Unpost Voucher page.

If a payment has been made for a voucher, do *not* unpost the voucher. If Chartfield changes need to be made, enter a journal voucher. If for some reason the voucher must be unposted, you must first cancel the payment before unposting the voucher.

There are two scenarios when you need to unpost a voucher:

Wrong Invoice Amount

- Unpost voucher.
- Update or refresh the following fields:
  - Total (gross amount)
  - Extended amount (invoice lines)
  - Amount (distribution lines)
  - Gross Amount (Payments page)
- Click *Save* (budget status reverts to Not Chk'd).
- Wait for batch budget-checking and posting to run.

Wrong Chartfield Value or Values

- Unpost voucher.
- Update appropriate Chartfields.
- Click *Save* (budget status reverts to Not Chk'd).
- Wait for batch budget-checking and posting to run.

Navigation

Accounts Payable >> Vouchers >> Add/Update >> UnPost Voucher

Voucher UnPost

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

=

00050

Voucher ID:

begins with

0000063

Invoice Number:

begins with

Short Vendor Name:

begins with

Vendor ID:

begins with

Name 1:

begins with

Voucher Style:

=

Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First1-7 of 7Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style
00050	00000639	20203	10/23/2007	3MCOMPANY-001	0000000012	3M COMPANY	Regular
00050	00000637	585668ihiky	10/23/2007	3MCOMPANY-001	0000000012	3M COMPANY	Regular
00050	00000634	csk0004	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular
00050	00000633	LML2ndtest	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular
00050	00000632	cas12312412	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular
00050	00000631	JEN TEST MULTIPLE INV	10/23/2007	3MCOMPANY-001	0000000012	3M COMPANY	Regular
00050	00000630	csk00003	10/23/2007	PRINTERSSU-001	0000000046	PRINTERS SUPPLY OF IND INC	Regular

APSC58

Find an Existing Value Tab

Step	Action
1	Enter information in any of the search fields.
2	Click <b>Search</b> .
3	Select the voucher you want to unpost.

APT52

4.21

UnPost Voucher

Voucher Details

Business Unit:

00050

Voucher:

00000639

Vendor

Vendor ID:

0000000012

3M COMPANY

ShortName:

3MCOMPANY-001

Voucher Information

Invoice:

20203

Origin:

PYM

Date:

10/23/2007

Group:

Gross Amount:

1,000.000

USD

Update Voucher

\*Accounting Date:

10/23/2007

Reversal Accounting Date

Business Unit Default

Use Current Date

Use Specific Date

Accounting Date:

Unpost

Return to Search

Previous in List

Next in List

Notify

UnPost Voucher

Voucher Details

APSC59

UnPost Voucher page

Step	Action
4	View the <b>Voucher Details</b> page, if necessary.
5	Verify the <b>Accounting Date</b> is correct. It defaults to the current date.
6	Click the <b>Unpost</b> button.
7	When you receive the warning message, click <b>OK</b> to continue.

APT53

The voucher is unposted immediately.

UnPost Voucher

Voucher Details

Business Unit:

00050

Voucher:

00000639

Vendor

Vendor ID:

0000000012

3M COMPANY

ShortName:

3MCOMPANY-001

Voucher Information

Invoice:

20203

Origin:

PYM

Date:

10/23/2007

Group:

Gross Amount:

1,000.000

USD

Update Voucher

\*Accounting Date:

10/23/2007

Microsoft Internet Explorer

!

Voucher 00000639 for business unit 00050 has been unposted. (7030,69)

This Voucher has been unposted.

OK

Unpost

Return to Search

Previous in List

Next in List

Notify

UnPost Voucher

Voucher Details

APSC60

Confirmation Message

## Closing Vouchers

You close vouchers when you want the remaining liability to be written off the vendor balance and the voucher to be considered complete. When you close a voucher, accounting entries are reversed.

## NOTE

Reversal vouchers are no longer used.

To be closed, a voucher must be:

- Posted
- Not selected for payment
- Not fully paid

To close a voucher, you access the voucher close component, pull up the voucher you want to close, and mark the voucher for close. When the posting process runs, the reversing accounting entries are created. When the budget-checking process runs for a non-PO voucher that is closed, the process will reverse the expenditure and add the money back to the budget. For a PO voucher that is closed, the process will reverse the expenditure and recreate the encumbrance.

When you close a PO voucher, you can choose to restore the encumbrance if you expect to receive another invoice. You can choose not to restore the encumbrance if you plan to liquidate the purchase order.



## Navigation


[Accounts Payable >> Vouchers >> Add/Update >> Close Voucher](#)


**Voucher Close**


Enter any information you have and click Search. Leave fields blank for a list of all values.


**Find an Existing Value**


Business Unit: =  00050 



Voucher ID:  begins with 00000768

Invoice Number:  begins with


Short Vendor Name:  begins with

Vendor ID:  begins with

Name 1:  begins with

Close Status Indicator: =  

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

**APSC61** Find an Existing Value Tab

Step	Action
1	Enter information in any of the search fields
2	Click <b>Search</b> .
3	Select the voucher you want to close.

**APT54**

Procedure | Mark the Voucher for Close

You can go to the *Voucher Details* page to view the details for the voucher. On the *Close Voucher* page, enter the date you want the voucher to be closed, click the *Mark Voucher for Closure* checkbox, and save the page.

Close Voucher

Voucher Details

Business Unit:

00050

Voucher:

00000768

Vendor

Vendor:

0000000012

3M COMPANY

ShortName:

3MCOMPANY-001

Voucher Information

Invoice:

78398

Origin:

PYM

Header Budget Status:

Valid

Date:

11/20/2007

Group:

Non-Prorated Budget Status:

Valid

Gross Amount:

900.000

USD

Entry Status:

Postable

Related Voucher

Close Status:

Open

Process Manual Close

Manual Close Date:

11/21/2007

☒ Mark Voucher for Closure

Save

Return to Search

Notify

Close Voucher | Voucher Details

APSC62

Close Voucher page

Step	Action
4	In the <b>Manual Close Date</b> field, accept the current system date or enter a date so that the closing/reversing entries occur within the correct accounting period.
5	Select the <b>Mark Voucher for Closure</b> checkbox so the system will pick up the voucher in the next posting run for this business unit. The posting process creates the accounting entries to relieve the liability.
6	If the voucher is a non-PO voucher, click <b>Save</b> .

APT55

If the voucher is a PO voucher, a message will appear asking if you want to restore the encumbrance and reopen the voucher, or if you want to liquidate the voucher liability only.

You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (unmatch) the PO? (7030,630)

Note: This process cannot be Undone.

If 'YES' the encumbrance will be restored, the voucher liability liquidated, and the PO Line/Schedules will be available for further invoicing only for unreconciled PO's selected.

Note that subsequent voucher posting will automatically unmatch the voucher if your answer is YES.

If 'No', only the voucher liability will be liquidated.

Yes

No

Cancel

APSC63

PO voucher message

Step	Action
7	If you want to restore the encumbrance and reopen the PO, click <b>Yes</b> .
8	If you want to close the voucher liability only, click <b>No</b> .

APT56

If you click *Yes* to restore the encumbrance and reopen the PO, the system asks you to select the PO you want to reopen.

PO Associated with the Voucher

Business Unit:

00050

Voucher:

00000768

☒ Select All

☐ Deselect All

Customize | Find | View All |

First

1 of 1

Last

Restore Encumbrance

PO Unit

PO No.

Status

1

☒

00050

0008500016

D

APSC64

PO Associated with the Voucher

Step	Action
9	Select the <b>Restore Encumbrance</b> checkbox for the PO you want to reopen.
10	Click <b>OK</b> .

APT57



4.26

Close Voucher

Voucher Details

Business Unit:

00050

Voucher:

00000768

Vendor

Vendor:

0000000012

3M COMPANY

ShortName:

3MCOMPANY-001

Voucher Information

Invoice:

78398

Origin:

PYM

Header Budget Status:

Valid

Date:

11/20/2007

Group:

Non-Prorated Budget Status:

Valid

Gross Amount:

900.000 USD

Entry Status:

Postable

Related Voucher

Close Status:

Open

Process Manual Close

Manual Close Date:

11/21/2007

☒ Mark Voucher for Closure

Save

Return to Search

Notify

Close Voucher |

Voucher Details

APSC65

Close Voucher page

Step	Action
11	Click <b>Save</b> .

APT58